

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
DATA COMMITTEE MEETING**

October 25, 2017 at 1:00 p.m.
MDOT Aeronautics Building
2700 Port Lansing Road, 2nd Floor Commission Room
Lansing, Michigan
MINUTES

**** Frequently Used Acronyms Attached**

Members Present:

Bill McEntee, CRA – **Chair**

Rob Surber, DTMB/CSS

David Wresinski, MDOT – **Vice Chair**

Jonathan Start, MTPA/KATS

Jennifer Tubbs, MTA

Support Staff Present:

Rob Balmes, MDOT

Gil Chesbro, MDOT

Dave Jennett, MDOT

Josh Ross, DTMB/CSS

Cheryl Granger, DTMB/CSS

Roger Belknap, MDOT, via Telephone

Mark Holmes, DTMB/CSS

Polly Kent, MDOT

Gloria Strong, MDOT

Members Absent:

Robert Slattery, MML

Public Present:

None

1. Welcome - Call-To-Order – Introductions:

The meeting was called-to-order at 1:10 p.m.; Cheryl Granger from CSS was introduced to the group as the new TAMC Data Set Project Manager; everyone present was introduced.

2. Public Comments on Non-Agenda Items:

None

3. Consent Agenda:

3.1. – Approval of the September 27, 2017 Data Committee Meeting minutes (Action Item)

J. Start made a motion to approve the meeting minutes of September 27, 2017;

D. Wresinski seconded the motion. The motion was approved by all members present.

3.2. - TAMC Budget Update – R. Belknap

A brief update on the TAMC budget for FY 2017 was provided. There has been a number of invoices that have recently come in that have not yet been included in this spreadsheet.

4. Correspondence and Announcements – R. Belknap:

4.1. – Portraits of TAMC Members/Photographer Attending November 1 Meeting

G. Strong has arranged for a photographer to take individual and group photos of the TAMC members and TAMC support staff on November 1, 2017. It will take place in the small conference room on the second floor promptly at 1:00 p.m. The TAMC full council meeting will take place immediately following the photoshoot.

4.2. – LTAP Bridge Newsletter Article

D. Jennett has written an article regarding the TAMC Investment Reporting Tool (IRT) and submitted it to Vicki Sage at Michigan Technological University (MTU) for her review and editing for the December issue. The Bridge Committee will do the next article.

4.3. – Roadsoft Users Conference of the United States (RUCUS) November 1, Lansing Crowne Plaza

D. Jennett, along with Mike Toth (MDOT), Melissa Carswell (MDOT), and Mark Holmes (DTMB/CSS) will be giving presentations on the Michigan Hour at the November 1, 2017 RUCUS Conference in Lansing. TAMC support staff and MDOTers will be reporting on Model Inventory of Roadway Elements (MIRE), Traffic Counts, Michigan Geographic Framework, Requests for Proposals (RFPs) process, and IRT updates. Joanna Johnson, TAMC Chair, will be present to represent TAMC.

D. Jennett and R. Belknap has been asked by Gareth Lifton, KPMG and Michigan 21st Century Infrastructure Pilots Program Leader, to give their IRT presentation that they did at the TAMC Fall Conference on October 5, 2017, at an Infrastructure Pilot Project meeting on October 30. D. Jennett will give an IRT demonstration.

5. Work Program:

5.1. – TAMC FY 2017-2019 Work Program Update – P. Kent

P. Kent will provide a detailed update on the progress of the TAMC Work Program at the November 1, 2017 TAMC full Council meeting. Some items have been completed, and others are ongoing. P. Kent suggested designating any work items specific to each committee and discussing those tasks at their individual committee meetings.

5.2. – Annual Report Update – R. Belknap

R. Belknap reported that TAMC support staff has started the process of creating the next TAMC Annual Report. A draft of the newly formatted 2017 TAMC Annual Report has been created and will be shared at the November 1, 2017, TAMC ACE and full Council meetings. D. Jennett has created a mock Table of Content that he will also share. There are early discussions on PASER forecasting analysis and process. Support staff has made an overall Annual Report timeline.

6. Review and Discussion Items:

6.1. - Data Collection Status of 2017 Pavement Surface Evaluation and Rating (PASER) Collection – R. Belknap

R. Belknap showed a map of submitted PASER data by regions. 45 counties have uploaded their data into the IRT. There are 26 agencies that have PASER collection completed-QA/QC in progress; 9 PASER collections in progress, and 3 PASER collections scheduled.

6.2. – Status of Submitted Asset Management Plans – R. Belknap

R. Belknap presented a list of the agencies that have submitted Asset Management Plans as of October 18, 2017. Of the 66 plans that have been submitted over the years, 32 are still current, and 34 are expired. All but one of the expired plans were submitted by cities or villages, possibly in response to the Act 51 requirement that they submit a plan in order to be able to move funds to local roads. With TAMC agreement to add the ability to voluntarily submit plans through the IRT, some additional plans have been submitted recently. J. Tubbs had concerns that TAMC should not be handling asset management plans as the Council is not mandated by law to collect them. MDOT, however, is required to approve asset management plans from cities and villages wishing to shift funds to local roads. R. Belknap provides Lori Cole, MDOT, with a list of the agencies that have submitted approved asset management plans, in response to inquiries from Finance related to the Act 51 requirement. He does this as an MDOT employee, not on behalf of TAMC. TAMC support staff have created a checklist for asset management plans to determine compliance with the Act 51 requirement, and use this checklist when reviewing the submitted plans.

R. Belknap also shared a list of investment reporting files, asset management plans, and miscellaneous items that have been submitted recently. These await review by TAMC support staff. J. Start expressed a concern about having enough TAMC support staff to review the plans. P. Kent will review staff availability and recommend a plan to keep up on the review of asset management plans voluntarily submitted through the IRT. Currently, there are not enough plans being submitted to create a problem.

6.3. - Michigan Tech University – Center for Technology and Training – T. Colling

T. Colling was unavailable to report today. D. Jennett reported that the Asset Management workshop held yesterday went very well and was very informative. There was concern expressed about a legislative proposal not to continue to fund LTAPS. T. Colling informed D. Jennett that this will not have an impact on TAMC as they are under contract with TAMC. This matter will be on next week's TAMC full Council agenda. Tracie Leix, MDOT Local Agency Program Engineer, will give an update.

6.4. – Act 51 Reporting and IRT –

6.4.1. – Investment Reporting and Act 51 Compliance – R. Belknap/D. Jennett

Maps were provided showing the status of where agencies are in the review. For 2016, of 564 agencies submitting, only 44 agencies that need small adjustments in order to be compliant. For 2017, of 121 agencies submitting, 65 need to submit additional information to be in compliance.

6.4.2. – IRT-ADARS Software Updates – R. Belknap/D. Jennett

M. Holmes reported that Josh Ross and Cheryl Granger, CSS Program Manager, have taken over this task. Some of the items that have been backlogged are now being worked on as part of the 2018 tasks. They are working on an IRT version 2.3. and improving the PASER data upload.

B. McEntee reported that the PASER data uploads are one of the things CSS will look at by placing a notification on the home page and placing an automatic date stamp when an agency uploads PASER data.

An issue that was recently noted is when an agency sends their data to their region, then the region enters the data in the IRT to the Council, it has been taking some time for it to be entered. Also, once the region has entered the data, it takes a few minutes for the region to get notification from the system that their data was not uploaded properly. There should be some notice that the upload is still in process and has not been uploaded, and the region will need to check back to assure the data was uploaded. It was suggested that an email giving information as to whether or not it was successfully uploaded be sent to the agency, region, and MPO to make everyone aware of the issue.

6.4.3. – Training Update – J. Ross

CSS is scheduling five (5) off-site and 5 Webinars for training. J. Ross developed potential dates and locations; the 5 off-site trainings have been scheduled. Regions want to do the training before they go out and do field collection, so the Webinars will be done before early spring. It was suggested to hold off on scheduling the last two (2) trainings to catch any problems that the regions are noticing and they can be addressed in the last 2 Webinars. ACE Committee will need to review the schedule and give a recommendation to full council to approve the schedule. J. Ross will send the schedule to R. Belknap to add to the November 1, 2017 TAMC full Council agenda by Friday, October 27.

6.5. – Website Update – M. Holmes

The TAMC Website was moved to a Vignette platform on October 6, 2017, however, all of the information from the old platform has not been migrated to the new platform. The move to Vignette will allow for MDOT and CSS staff to do much quicker updates and also gather feedback and Website usage information from Google Analytics. R. Belknap, D. Jennett, and G. Strong attended training for Vignette on October 13, 2017. CSS will complete the migration of information from the old platform to Vignette and continue to do updates until TAMC support staff are comfortable with doing the updates.

6.6. – Dashboard Update – M. Holmes

The new IRT training videos and new interactive map have been uploaded. CSS questioned whether or not TAMC would like the IRT planned projects which are on a non-public map to be made public? After discussion, the committee agreed that this information should be made public. It also agreed to make townships visible in the IRT and the interactive map. The committee agreed that agencies would like to share their project information and be as

transparent as possible. Most agencies already have a program that shows their completed projects. The older projects will need to be removed and just show the last three to five years of information. A suggestion was made to possibly do a survey of the agencies to see how they feel about sharing their project information, but committee members did not think this was necessary.

The committee also discussed showing township geographical boundaries in the IRT. Currently, road ownerships are not listed and if it is not a public road it states “unknown.” The committee agreed to change “unknown” to state “not a certified public road.” CSS is working towards putting in actual ownership information. CSS has entered a toggle that shows agencies only the roads that they own.

CSS will also need to show routine maintenance information for all roads, whether they are township, city, or county owned. They will have to figure out how this will be shown on a map.

The recommendations to make three years of planned construction projects available to the public was moved by J. Start and seconded by J. Tubbs. The motion was approved by all members present and will be forwarded to full Council.

7. Public Comments:

None

8. Member Comments:

J. Tubbs suggested either moving agenda item #6 - Review and Discussion Items, up on the agenda to ahead of agenda item #4 – Correspondence and Announcements, to allow the committee more time to discuss important issues. If time allows, Correspondence and Announcements can be done or if time is running short, the committee can be updated at the full Council meetings as these items are also on their agenda each month.

9. Adjournment:

J. Tubbs made a motion to adjourn the meeting; D. Wresinski seconded the motion. The motion was approved by all members present. The meeting adjourned at 3:03 p.m.. The next meeting will be held November 29, 2017, at 1:00 p.m., MDOT Aeronautics Building, 2nd Floor Commission Conference Room, Lansing.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL

RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
RUCUS	ROADSOFT USERS CONFERENCE OF THE UNITED STATES
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

S:/GLORIASTRONG/TAMC FREQUENTLY USED ACRONYMS.10.2017.GMS